



SITE PLAN - STAFF CHECKLIST

PART I: DOCUMENTS

- | YES | NO | |
|--|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | APPLICATION (DPLU #346) - Is the front filled out correctly? Be sure to fill out the back. |
| <input type="checkbox"/> | <input type="checkbox"/> | SUPPLEMENTAL APPLICATION (DPLU #346S) - Do the answers to the three questions on the back sufficiently explain the project? |
| <input type="checkbox"/> | <input type="checkbox"/> | ENVIRONMENTAL DOCUMENTS - Is environmental review applicable to this project? If unclear, it will be necessary to consult with Environmental Analyst of the Day. |
| IF YES, CHECK APPROPRIATE ENVIRONMENTAL DOCUMENTS. | | |
| <input type="checkbox"/> | | AEIS (DPLU #367) - Four (4) copies, photos and U.S.G.S. Map with project site shown. |
| <input type="checkbox"/> | | DRAFT ENVIRONMENTAL IMPACT REPORT - Five (5) copies and two (2) copies of the letter requesting waiver of AEIS because EIR is being filed. |
| <input type="checkbox"/> | | NEGATIVE DECLARATION REVIEW - One (1) letter requesting review of the Negative Declaration or an ongoing project and DPLU #366. |
| <input type="checkbox"/> | | CEQA EXEMPT - If the project is exempt from CEQA, then no environmental documentation is required. If CEQA exempt, get a Special Handling Form filled out and signed by the Environmental Analyst to include with the application. |
| <input type="checkbox"/> | <input type="checkbox"/> | EVIDENCE OF LEGAL PARCEL (DPLU #320) |
| <input type="checkbox"/> | <input type="checkbox"/> | OWNERSHIP DISCLOSURE STATEMENT (DPLU #305) |
| <input type="checkbox"/> | <input type="checkbox"/> | AGENT AUTHORIZATION - Is it applicable? |
| <input type="checkbox"/> | <input type="checkbox"/> | "D" DESIGN DESIGNATOR - Include copy of ordinance which applies the "D" to the property. Write down the ordinance number. |
| <input type="checkbox"/> | <input type="checkbox"/> | "B" DESIGN DESIGNATOR - Application must include a Community Design Review Package as outlined in the applicable Design Review Guideline. |

- | YES | NO | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Acknowledgment of Filing Fees and Deposits (DPLU#126). |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of a Stormwater Management Plan. |
| <input type="checkbox"/> | | AUTHORIZATION FORM FOR PRE-SCOPING MEETING (DPLU #176) – Make sure the applicant has signed the form. If the applicant is requesting a Pre-Scoping Meeting, write the date, time and Conference Room on DPLU #176. Make a copy for the applicant, keep the original with the submittal. |

PART II: PLOT PLAN

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| <input type="checkbox"/> | <input type="checkbox"/> | LEGIBILITY - Prints difficult to read or reproduce clearly are not acceptable. |
| <input type="checkbox"/> | <input type="checkbox"/> | NUMBER OF COPIES – 22 copies of each page of the plot plan for “B” Designator, 12 copies of each page of the plot plan for “D” Designator and 26 copies of each page of the plot plan if the projects is in the Upper San Diego River Improvement Project. Multiple sheet plot plans must be stapled together into a set and folded to 8 x 1/2” x 11” with the lower right hand corner exposed. (One additional plot plan in addition to those required above for Wireless facilities) |
| <input type="checkbox"/> | <input type="checkbox"/> | NORTH ARROW/SCALE - Engineer's scale only (e.g., 1" = 20 '). |
| <input type="checkbox"/> | <input type="checkbox"/> | ASSESSOR'S PARCEL NUMBER - Must be on plat plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | DIMENSIONS - Show all property lines, road and easement widths, setback distances, between detached structures, parking areas and driveways. |
| <input type="checkbox"/> | <input type="checkbox"/> | ELEVATIONS - Complete architectural elevations of all sides of building(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | STRUCTURES - Show all structures, their dimensions and floor area, label whether existing or proposed, label their uses. |
| <input type="checkbox"/> | <input type="checkbox"/> | PEDESTRIAN AND VEHICULAR CIRCULATION AND PARKING – Show walkways, driveways, entrances and exits, and parking lot area with dimensions. Label handicapped parking spaces. Indicate the number of standard and handicapped parking spaces. No compact parking allowed. |
| <input type="checkbox"/> | <input type="checkbox"/> | DRAINAGE - Indicate natural or proposed drainage systems, show slope of the property and any proposed grading. |
| <input type="checkbox"/> | <input type="checkbox"/> | EXISTING NATURAL FEATURES - Show trees with over 6" trunk diameter, stream, rock outcropping and flood zones. Extensive natural features may be shown on a separate drawing. |
| <input type="checkbox"/> | <input type="checkbox"/> | LANDSCAPE AREAS - All areas of landscaping need to be shown. Include size and species of both existing and proposed planting. Indicate any removal of existing trees. Extensive landscaping may be shown on a separate drawing. |

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| <input type="checkbox"/> | <input type="checkbox"/> | BUFFERING AND SCREENING - Show areas to be screened and materials for screening. |
| <input type="checkbox"/> | <input type="checkbox"/> | SIGNS - Show all existing signs to remain and proposed signs. Included elevation drawings with dimensions (height and area), construction materials and proposed method of illumination. |
| YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | LIGHTING - Show locations and types of all project lighting. |
| <input type="checkbox"/> | <input type="checkbox"/> | UTILITIES - Show location of all utility lines and easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | GRADING – Grading plan shall conform to all requirements of Section 87.203 of the San Diego County Code, except it shall not be required to show the estimated starting and completion dates. |
| <input type="checkbox"/> | <input type="checkbox"/> | FENCING - Show heights and materials of all existing and proposed fencing. |

Additional requirements for "B" Designator Site Plan

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| <input type="checkbox"/> | <input type="checkbox"/> | TOPOGRAPHY - Show existing and proposed topography and grading. This may be combined with above information only for very minor slopes and/or grading. |
| <input type="checkbox"/> | <input type="checkbox"/> | PHOTOGRAPHS - Show project site conditions. Include any buildings within 400 feet on properties adjacent to the project site. Photographs should be taken looking from the site as well as into the site. On an attached plot plan indicate the location where these photographs were taken and the direction of the view. |
| <input type="checkbox"/> | <input type="checkbox"/> | APPLICABLE FEES |
| <input type="checkbox"/> | | FINISH MATERIALS STATEMENT - To be read and signed by the applicant. |
| <input type="checkbox"/> | | The project has been deemed complete pursuant to the California Government Code Section 65943, however, pursuant to California Government Code Section 65944, the County may, in the course of processing the application, request the applicant to clarify, amplify, correct or otherwise supplement the information required for the application. |

PART III: WIRELESS APPLICATIONS

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| <input type="checkbox"/> | PLOT PLAN – One additional plot plan. In addition to the requirements for Site Plans, all plot plans shall show: |
| <input type="checkbox"/> | The height of the facility with evidence that the proposed facility is designed to the minimum height required. If the tower will exceed the maximum permitted height limit as measured from grade, include a discussion in the required report of the physical constraints (topographic features, etc.) making the additional height necessary. |
| <input type="checkbox"/> | The lease area of the proposed facility clearly identified. |

- ☐ If the facility frequency is 1200 megahertz or less, a copy of the Federal Communications Commission Licensing Application Form 601, Main Form, Pages 1 through 4, Schedule A, Page 1, Schedule D, Page 1 and Schedule H, Pages 1 through 3.
- ☐ Three (3) copies of a Geographic Service Area map identifying the geographic service area for the subject installation and the applicant's existing sites in the local service network associated with the gap the facility is meant to close and a description of how this service area fits into and is necessary for the company's service network.
- ☐ Three (3) copies of a Visual Impact Analysis showing the maximum silhouette, viewshed analysis, color and finish palette and proposed screening, photo simulations and a map depicting where the photos were taken.
- ☐ Three (3) copies of a Concept Landscape Plan showing all proposed landscaping, screening and proposed irrigation with a discussion of how the chosen material at maturity will screen the site.
- ☐ If located in a County Park, a letter of concurrence with the application from the Director, Department of Parks and Recreation.
- ☐ A letter stating the applicant's willingness to allow other carriers to co-locate wherever technologically and economically feasible and aesthetically desirable.
- ☐ Three (3) copies of a report containing the following:
 - ☐ Description of anticipated maintenance and monitoring program.
 - ☐ Manufacturer's specifications for all noise generating equipment and a depiction of the equipment location in relation to adjoining properties.
 - ☐ If not in a preferred zone or preferred location as identified in Section 6986, provide a map of the geographical area and a discussion of preferred sites that could serve the same area as the proposed site and a description of why each preferred site is not technologically or legally feasible.
 - ☐ Listing of hazardous materials to be used on-site.
 - ☐ If high visibility facility, the value of the proposed facility.

I understand that it is the applicant's responsibility to bring color samples of all finish materials to the Design Review Board Hearing. These items will not be collected at application intake.

Print name

Date

Signature